



FDMS Version 4.7 Release Notes

Release Date: January 10, 2015

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Release Summary

The FDMS.gov version 4.7 Release provides users with additional functionality including the introduction of Saving Results, Additional Batch Processing, Points of Contact and Additional Records functionality. The primary additions and changes to the FDMS 4 software for this release include the following:

- Save Search Results
- Batch Posting
- Docket Points of Contact
- Records Management
 - Docket Level
 - Document Level

Save Search Results

FDMS 4.7 provides users with the ability to *Save Search Results* to a CSV file. Users have the ability to save results from the Menu Item Folders and Search Results. Users can filter the results and the CSV file will include the filtered list. The title of the CSV file includes the following:

- The location the Save was initiated from
- Whether the results include Dockets or Documents
- The Date/Time the CSV was generated

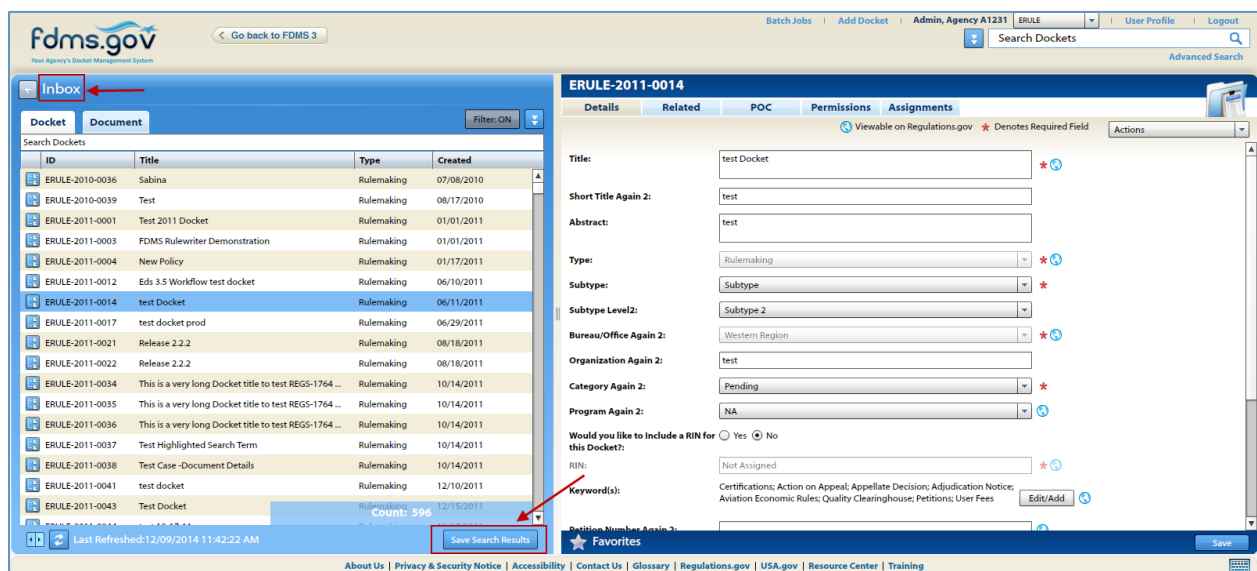


Figure 1 - Save Results from Menu Item Folders

The screenshot shows the fdms.gov interface. On the left, a search results table is displayed with columns: ID, Title, Type, and Created. The table lists various docket entries, including ERULE-2014-0003 through ERULE-2014-0020. A 'Save Search Results' button is highlighted at the bottom of the table. On the right, a detailed view of a docket entry (ERULE-2014-0006) is shown. This view includes tabs for Details, Related, POC, Permissions, and Assignments. The Details tab is active, showing fields for Title, Short Title, Abstract, Type, Subtype, Subtype Level, Bureau/Office, Organization, Category, and Program. A checkbox for 'Would you like to include a RIN for this Docket?' is also present.

Figure 2 - Save Search Results

	A	B	C	D
1	Docket ID	Title	Type	Created
2	ERULE-2010-0036	Sabina	Rulemaking	7/8/2010
3	ERULE-2010-0039	Test	Rulemaking	8/17/2010
4	ERULE-2011-0001	Test 2011 Docket	Rulemaking	1/1/2011
5	ERULE-2011-0003	FDMS Rulewriter Demonstration	Rulemaking	1/1/2011
6	ERULE-2011-0004	New Policy	Rulemaking	1/17/2011
7	ERULE-2011-0012	Eds 3.5 Workflow test docket	Rulemaking	6/10/2011
8	ERULE-2011-0014	test Docket	Rulemaking	6/11/2011
9	ERULE-2011-0017	test docket prod	Rulemaking	6/29/2011
10	ERULE-2011-0021	Release 2.2.2	Rulemaking	8/18/2011
11	ERULE-2011-0022	Release 2.2.2	Rulemaking	8/18/2011

Figure 3 - CSV Output of Save Results

Batch Posting

Batch Posting functionality was added for users within the Menu Item folders and Search Results. Users have the option to multi-select more than one Document for a Batch Post and the process will be kicked off as a backend job. On the *Multiple Document Selection* screen, the user will see a count of the number of Documents that are selected.

The screenshot shows the FDMS web interface. The left pane, titled 'Inbox', contains a table of documents. The right pane, titled 'Multiple Document Selection', shows options for managing the selected documents. A red box highlights the 'Post' button and the message 'You have Selected 4 documents.'.

ID	Title	Type	Status	Attachments
ERULE-2014-0001-DRAFT-0001	care	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0002	excel	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0003	GIF	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0004	HTML	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0005	html	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0008	macro	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0011	MSW12-DOCX	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0013	excel	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0014	HTML	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0016	JPEG	NOTICES	Pending_Post	0
ERULE-2014-0001-DRAFT-0017	JPEG	NOTICES	Pending_Post	0
ERULE-2014-0001-	Mov	NOTICES	Pending_Post	0

Count: 357
Pending Post: 1

Options available in the 'Multiple Document Selection' pane:

- Change Document Metadata Attributes:
 - Change Title
- Post:
 - Post
- Add / Remove Favorites:
 - Remove from the Favorites List
 - Add to the Favorites List
- Flag / Unflag Documents:
 - Unflag Selected Documents
 - Flag Selected Documents

Figure 4 - Batch Post Option

Clicking on the *Batch Jobs* link in the upper right hand corner of the screen will provide users with a list of the Batch Jobs they submitted and the status of those jobs.

The screenshot shows the fdms.gov interface. In the top right, the 'Batch Jobs' link is highlighted. On the left, the 'Batch Tree' sidebar shows a folder 'Post Job-12/15/2014' which is expanded to show 'Success (6)'. The main content area displays a table titled 'Post Job:Success 12/15/2014 04:22:59 PM' with the following data:

Document ID	Action(s)	Original Value(s)	New Value(s)
ERULE-2010-0001-0148	Document Posted	ERULE-2010-0001-DRAFT-0268	ERULE-2010-0001-0148
ERULE-2010-0001-0149	Document Posted	ERULE-2010-0001-DRAFT-0291	ERULE-2010-0001-0149
ERULE-2010-0001-0150	Document Posted	ERULE-2010-0001-DRAFT-0292	ERULE-2010-0001-0150
ERULE-2010-0001-0151	Document Posted	ERULE-2010-0001-DRAFT-0302	ERULE-2010-0001-0151
ERULE-2010-0001-0152	Document Posted	ERULE-2010-0001-DRAFT-0304	ERULE-2010-0001-0152
ERULE-2010-0001-0153	Document Posted	ERULE-2010-0001-DRAFT-0310	ERULE-2010-0001-0153

At the bottom of the table, it says 'Count: 6'. The footer of the page includes links for 'About Us', 'Privacy & Security Notice', 'Accessibility', 'Contact Us', 'Glossary', 'Regulations.gov', 'USA.gov', 'Resource Center', and 'Training'.

Figure 5 - Batch Jobs Information

Docket Points of Contact

FDMS 4.7 provides users with the ability to Add/Edit/Delete Docket Points of Contact (POC). Users can choose to make a Point of Contact Viewable on Regulations.gov in the future or not using the checkbox next to the appropriate POC. Currently Regulations.gov does not show the Docket Points of Contact, however, that will be included in an upcoming release. In FDMS 4, POCs do not have to be FDMS users. When a POC is added to a Docket within a specific agency, other users within the agency will be able to choose that POC from a list to include as a POC for any agency Docket.

ERULE-2014-0006

Details
Related
POC
Permissions
Assignments

Docket Point of Contact

*** Note: Any Points of Contact (POC) that you add to a Docket through this tab, and have checked to "View on Regulations.gov" will not show on Regulations.gov.** The functionality to display the Docket's Points of Contacts will be added to Regulations.gov in an upcoming release. The agencies' POCs that are currently viewable on Regulations.gov Docket pages are only for Rulemaking Dockets with unique RIN. These POCs can be updated by FDMS Docket Managers using the Unified Agenda tab in FDMS 4.

Add Docket POC

Order	First Name	Last Name	Title	E-mail Address	Phone Number	* View on Regulations.gov		

★ Favorites

Save

Figure 6 - Docket Points of Contact (Need to Replace screen shot with updated text)

If a new POC needs to be added for an agency or an existing POC needs to be updated, users can add/update the POC using the *Add Docket POC* button.

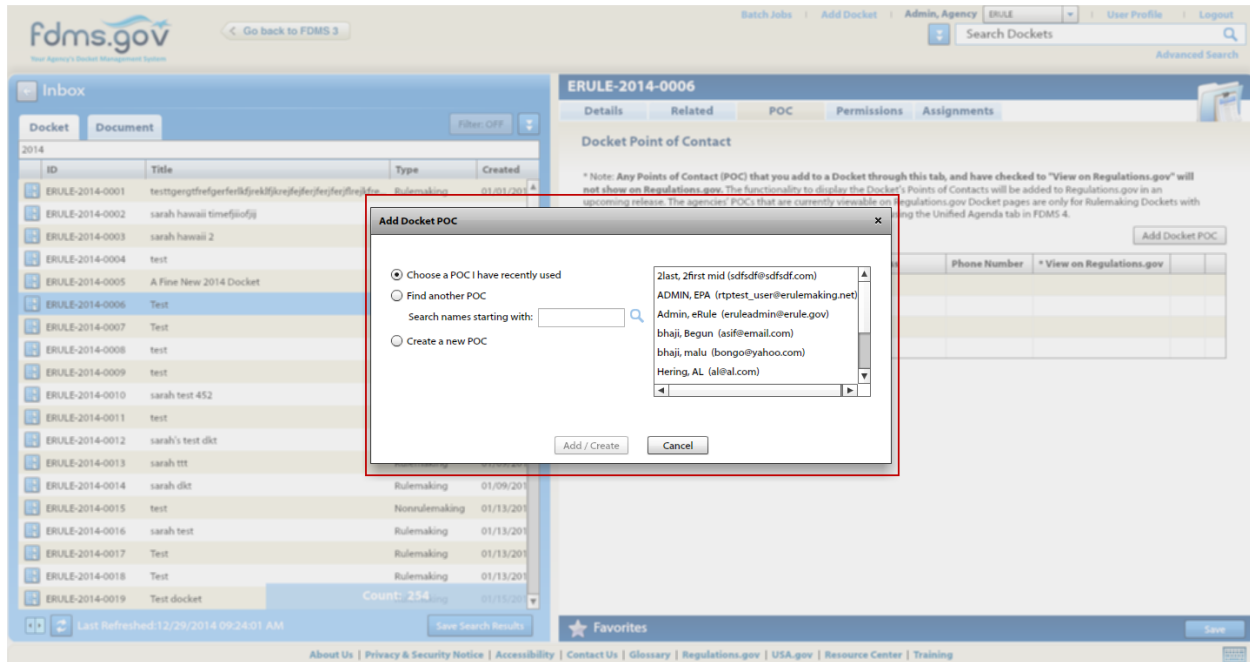


Figure 7 - Add Docket POC Button

Choosing to Add/Update a POC will require the following fields to be populated:

- First Name
- Last Name
- Title
- Phone
- Email

In FDMS 3, users could specify which POC information would be made viewable on Regulations.gov. In FDMS 4, all required fields will be viewable on Regulations.gov in a future release if the user selects the checkbox for *View on Regulations.gov*.

The screenshot displays the FDMS 4 web application. A modal window titled 'Update/Create Docket POC' is open, showing a form with the following fields: Prefix, First Name (with a red asterisk and error message 'First name must contain a value'), Middle Name, Last Name (with a red asterisk and error message 'Last name must contain a value'), Suffix, Title (with a red asterisk and error message 'Title must contain a value'), Street Address, and City. At the bottom of the form are 'Submit' and 'Cancel' buttons. The background shows a list of docket items for 2014, with columns for ID, Title, and a 'View on Regulations.gov' checkbox. The top navigation bar includes links for Batch Jobs, Add Docket, Admin, Agency, ERULE, User Profile, and Logout. A search bar is also present.

Figure 8 - Update/Create Docket POC form

Records Management

In the FDMS 4.7 Release, the Records functionality included on the Docket Level and Document level tabs are now in FDMS 4. In order to complete Records Administration actions or run Records Reports, users must still return to FDMS 3.

Docket Level

On the Docket level there are two new Records related tabs included in this release: *Records* and *Markups*.

Records Tab

On the *Records* tab, users have the ability to change the *Default Author for Records*, *Change the File Plan* (in some cases), and *Start/Stop Retention* with proper Record's Permissions. Users can *Change the File Plan* until there is a posted and/or Declared Document within the Docket. After that, users must contact the FDMS Help Desk to have the FDMS Development team complete the action on the backend due to the amount of overhead associated with Records Metadata.

ERULER-2014-0052

Details Related POC Permissions Assignments **Records** Markups

Records Processing for this Docket * Denotes Required Field

File Plan/Schedule: ERULER-Record Sch 100

Default Author for Records: Assigned Docket Manager *

Agency Record Schedule:

NARA Job Number: Record Sch 100

Schedule Description: Rulemaking Dockets
Disposition Instructions:
Destroy 6 months after date of last entry.

Retention Start Date:

Actions
Change File Plan
Start Retention

★ Favorites Save

Figure 9 - Docket Level - *Records* Tab

Markups Tab

On the *Markups* tab, users have the ability to *Apply* and/or *Remove Markup(s)* with proper Record's Permissions. A Records Manager can delegate the ability to *Apply a Markup* to Agency Administrators and Docket Managers within their agency. In order to *Remove a Markup*, a user must have the Role of Records Manager.

ERULER-2014-0052

Details
Related
POC
Permissions
Assignments
Records
Markups

Set Records Markups for this Docket

Only Records Managers can remove current markups. Please contact your Records Manager for assistance.

Apply Markup

Markup ID	Markup Name	Type	Description	Contacts	Enabled	
Record Testing	ERULER-New Markup fo...	Freeze	Testing adding a new markup	ERULER-Legal ...	Yes	

★ Favorites

Save

Figure 10 - Docket Level - *Markups* Tab

Document Level

On the Document level, users will have a *Records* tab once the Document is Declared a Record. Prior to Declaration, users will have the ability to *Declare* a Record through the *Document Details* Tab. Auto-Declaration is already included in the FDMS 4 Production environment when a user posts a Document within a Records Docket, however, this release is adding the ability to Manually *Declare* a Document.

Document Details Tab

For a Document that is not currently Declared a Record, users have the ability to Manually *Declare* that Document a Record through the *Actions* dropdown on the *Document Details* Tab.

The screenshot displays the 'Document Details' tab for a document titled 'ERULER-2014-0006-DRAFT-0002'. The interface includes several tabs: 'Document Details', 'Optional Details', 'Attachments (0)', and 'Permissions'. The 'Document Details' tab is active, showing fields for Docket ID, Docket Title, Document File, Docket Phase, Phase Sequence, Title, Number of Attachments, Abstract, Author(s), Topic(s), Document Type, Document Subtype, Status, Received Date, and Date Posted. An 'Actions' dropdown menu is open on the right side of the form, listing options: 'Enable Submitter Info', 'Replace file', 'Add rendition', 'Re-assign', 'Declare', and 'Delete'. The 'Declare' option is highlighted with a red box. At the bottom of the form, there are buttons for 'Favorites', 'Follow Up', 'Post', and 'Save'.

Figure 11 - Document Details Tab - Manually Declaring a Document

Once a Document is Declared a Record, the following fields in the Document Metadata will be locked down for editing:

- Document Title
- Document Type
- Date Posted
- Add/Edit Attachments

The screenshot displays the 'Document Details' page for the document ERULER-2014-0006-0001. The interface includes a 'Docket Tree' on the left and a main form area on the right. The form contains the following fields:

- Docket ID:** ERULER-2014-0006 (locked)
- Docket Title:** Test (locked)
- Docket Phase:** Initiation
- Phase Sequence:** 1
- Title:** test (locked)
- Number of Attachments:** 0
- Topic(s):** (locked)
- Document Type:** NOTICES (locked)
- Document Subtype:** (locked)
- Status:** Posted (locked)
- Received Date:** 07/14/2014 (locked)
- Date Posted:** 08/18/2014 (locked)
- Posting Restriction:** No restrictions (locked)

Fields marked with a red star and a lock icon are locked for editing. The 'Title', 'Document Type', 'Date Posted', and 'Number of Attachments' fields are specifically highlighted with red boxes in the original image.

Figure 12 - Document Details - Locked Fields after Declaration

Figure 13 - Attachments Tab - No Link to Add Attachments after Declaration

After manually Declaring the Document, some Records Metadata will be automatically generated on the Document Level on the *Records* Tab. This metadata is considered the *Records Details* for the Document. For the fields on this screen that are not locked down, users can edit those Records Details while a Document is Declared.

ERULER-2014-0006-0001

Document Details Optional Details Attachments (0) Permissions **Records**

Record Details for this Document * Denotes Required Field

Record ID: RM-ERULER-2014-0006-0001

Title: test

Subject:

Date Received: 07/14/2014 *

Date Filed (Declared): 09/12/2014

Publication Date: 08/18/2014

Originating Organization: ERULE TEST RECORDS MANAGEMENT AGENCY

Authors: Agency Admin6 Edit/Add *

Primary Addressee: Edit/Add

Other Addressee: Edit/Add

Supplemental Marking: Edit/Add

★ Favorites Follow Up Save

Figure 14 - Records Tab - Records Details

Users also have the ability to Manually *Un-Declare* a Document regardless of whether the Document was Auto-Declared or Manually Declared. In order to do this, users must first *Withdraw* the Document and then will have the option to *Un-Declare* in the Actions dropdown on the *Document Details* page.

ERULER-2014-0006-0001

Document Details | Optional Details | Attachments (0) | Permissions | Records

Viewable on Regulations.gov * Denotes Required Field

Docket ID: ERULER-2014-0006

Docket Title: Test *

Docket Phase: Initiation

Phase Sequence: 1

Title: test *

Number of Attachments: 0

Topic(s):

Document Type: NOTICES *

Document Subtype:

Status: Withdrawn *

Reason Withdrawn: test *

Received Date: 07/14/2014 *

Date Posted: 08/18/2014

Posting Restriction: Show metadata only *

Reason Restricted: Other *

Restriction Explanation: Document withdrawn *

Actions: Copy, Move, Re-post, Re-assign, **Un-declare**

★ Favorites | 🚩 Follow Up | ! | Post | Save

Figure 15 - Manually Un-Declaring a Document

Additional Enhancements

Accessibility

- Enhanced the ability for the system to maintain focus and read all text throughout screens within the application.
- Added the FDMS VPAT (Voluntary Product Accessibility Template) Document to the Accessibility tab.
- Added the ability to tab to the FDMS Header and go back to FDMS 3.

Admin

- Unlocked the Subject field on the Document level for all Document types to allow agencies to make changes to the configuration.

Batch Processing

- Added functionality to skip Batch Posting of Supporting and Related Materials if there is not a Posted Federal Register Document in the Phase/Sequence.

Deduplication

- The minimum Deduplication threshold was raised to 60% because running at lower thresholds caused “Out of Memory” issues with the Deduplication software.
- Notification added to inform users when a Deduplication job is submitted.

Docket Management

- With the possibility of up to 8 tabs viewable on the Docket Level depending on user Permissions and different user resolution settings, the maximum numbers of tabs could not always be viewable on one line. If necessary, the tabs will display on two lines.
- For Rulemaking Dockets, users utilizing the keyboard options rather than a mouse who select “No” for including a RIN, will now see “Not Assigned” populated in the required field.

Document Details

- Added a pop-up warning when a user attempts to Post a Supporting and Related Material without a Posted FR or Other type Document in the Phase/Sequence.

Google Analytics

- Added Google Analytics for the major components added in this release.

Home Page Content

- Updated content on the *Home Page* tabs including text, Release Notes, Known Issues, and Training Resources.

Related Dockets

- Changed the case of the text in the notification message for *Saving a Docket* from all capital to mixed case.
- *Add Related Docket* button moved to the right to align with the right side of the *Related Dockets* table.

Records

- Removed the special characters from the File Plan Descriptions due to limitations within Adobe Flex for special characters within a text box.

Unified Agenda

- As per OMB direction, removed the Unified Agenda tab from the Docket Level tabs.

User Profile

- Updated notification message when verification fails on password change.
- As per agency user requests, removed automatic navigation to password page when password expiring soon.
- Added functionality to force user logout after updating password successfully.

Defects Addressed

Accessibility

- Corrected the link to the Microsoft PowerPoint reader download.

Add Document(s)

- Users could not see all supported files for upload when creating a Document with a content file in FF. Previously they only saw Word Documents in the folder even though all acceptable file types were selected to display in the folder.

Advanced Search

- When a Specific Date was searched, the Results panel appeared blank after expanding/collapsing.

Bulk Extract

- At times, users received a notification message that the Beginning Date must be before the Ending Date even if the dates entered were valid.

Deduplication

- Documents in the Deduplication Tree for very large Dockets were not sorting properly.
- The default similarity threshold for Run Deduplication and Re-Run Deduplication from scratch was changed from 90% to 70%.

Docket Management

- Adding a Phase to a Docket was logging users out of the system.
- The system was accepting RINs with the incorrect format as long as the first 9 characters followed the appropriate format.
- Users were receiving a message that another user had updated the Docket if they attempted to update the Docket Details tab right after updating the Docket POC or Docket Assignments tabs.
- The Save button and Actions dropdown were enabled for a user from an external agency who has Write permissions to the Docket.

Related Dockets

- Added notification message to the Related Dockets tab informing users that changes to the list of Related Dockets have been saved.

- After sorting a column, if a user tried to reorder again, the order was incorrect. Added functionality that will disable the ability to sort again until a user saves the initial sort.

User Profile

- Corrected misspelling in *Password Expiring Soon* message.

Known Issues in this Release

Records

- If you have a Document Declared with Markups, then you remove markups and immediately go try to Un-Declare, an error occurs. The back-end processing for removing markups is still going on and RMA is unable to Un-Declare since it's in the middle of removing the Markup. If you give it some time to process, then Un-Declare, it works appropriately.
- If a Document is Declared and subsequently Un-Declared, an agency is not able to delete this Document from the front end. The agency must contact the FDMS Help Desk to request that a developer delete it from the backend.
- Once retention or markups have been applied, then removed, the Records folder still exists in RMA, so the File Plan cannot be changed at this point. Users will need to contact the help desk and have us make the changes.